

POSITION DESCRIPTION

Grants Management Specialist

The U.S. Mission in Kuwait is seeking eligible and qualified applicants for the position of Grants Management Specialist.

BASIC FUNCTION OF THE POSITION:

The Grants Management Specialists report to the Assistance Coordination Regional Office (ACRO) Deputy Director or Program Officer, the Grants Management Specialist (GMS) and are responsible for developing Middle East Partnership Initiative (MEPI) Local Grant projects and other awards in conjunction with Regional Office constituent posts and providing context, advice, and support for a range of programs conducted in the Middle East.

DUTIES INCLUDE:

Grants Management

- The GMS plays a lead role in the evaluation of MEPI Local Grant applications and selection of project proposals. He/she is also required to develop new ideas and approaches in designing projects with potential awardees.
- Working in conjunction with constituent posts and through his/her contacts, the incumbent develops MEPI Local Grant projects, drafts and negotiates Statements of Work, and designs project activities and deliverables. The incumbent independently prepares detailed line item budgets for contemplated Local Grant agreements based in the Gulf and the Levant for an average amount of 100 thousand dollars for each award in a portfolio averaging 15 awards at any given time. The incumbent conducts detailed negotiations with the proposed awardee prior to the award to address any deficiencies in the budget. The incumbent ensures that the award agreement adheres to all relevant USG laws and regulations.
- The incumbent is required to review the internal controls of organizations from constituent posts proposed for MEPI DC awards or related sub-awards. The incumbent is required to ensure that the organizations' capacity is adequate for the required financial reporting and that their internal controls present a risk commensurate with the amount of funding proposed.
- The GMS is responsible for reviewing quarterly and final reports and providing feedback to awardees. S/he ensures that reports are received each quarter and shares necessary corrective actions with the awardee. Incumbent enters Statements of Work into the online database and uploads quarterly and final reports to the database. This work requires on-the-job training and knowledge maintenance on the use of the online database.
- Throughout the award cycle, the incumbent independently conducts financial monitoring and auditing of a multi-million-dollar portfolio of awards to obtain reasonable assurance that submitted financial statements are free from material misstatement, whether due to fraud or error, and the organization's internal control policies are adequate for continued federal funding; the incumbent recommends innovative methods to adapt Standard Operating Procedures of the awardee to the requirements of relevant USG laws and regulations. The incumbent officially reports all questioned costs identified during the audit to the Grants Officer for a decision on disallowing or allowing them. The incumbent will be consulted on the final decision-making. Throughout the grant cycle, the incumbent plans, manages, verifies and corrects the Status of Local Grants Obligations and Liquidations on a regular basis and in close coordination with the FMO.

The incumbent provides policy and programming guidance to the ACRO, and MEPI DC management on the status of the funds and how to better plan its usage. The incumbent provides advice on how new Grants Policy Directives can affect the work of the Regional Office (RO) and issues suggestions of new SOPs to adapt to them.

- The GMS is required to frequently travel to constituent posts, independently and with other RO staff. During these trips, the GMS negotiates and drafts Statement of Work and budgets with new awardees and conducts Monitoring and Evaluation (M&E) visits to current awardees. The incumbent uses M&E tools to assess the awardees and provides them extensive advice to improve the quality of their projects. He/she also submits site visit reports and trip reports upon return to the RO.

Research

- The GMS reviews the civil society environment and government policies, laws, regulations, and practices in the Levant and the Arabian Peninsula. The aim is to identify deficiencies and impediments to the development of Levant and Arabian Peninsula societies, including the growth of civil society, democracy, economic growth, etc.
- The GMS tracks and monitors scheduled award activities in the assigned region of responsibility, and political and economic news and developments for the purposes of political and economic analysis in the core areas of ACRO's grants work. S/he assists U.S. missions and awardees to successfully execute programs. The incumbent may be asked to participate in workshops and conferences, and in such instances is expected to prepare summary and analytical reports for the RO. Public speaking may be required at times.
- The incumbent is expected to develop and maintain an extensive network of contacts within civil society, central and local governments, and the business community in the Gulf and the Levant. The GMS may also advise MEPI Washington on regional grant proposals. He/she also proposes candidates for Washington-based MEPI exchange programs. The GMS may be asked to prepare briefing materials for the visits of senior USG officials to the region, or for use in Washington briefings. The incumbent is accordingly expected to read, on a continuing basis, resources in Arabic and English, including government documents and official press.

Reporting, Performance Indicators and Compliance

- The incumbent assists with the preparation of analytical reports on ACRO activities drawing on award records, database resources, public documents, and other sources, and soliciting information from awardees, project officers, post personnel, and others. These reports provide strategic changes to key operations in the management policy.
- The GMS also assures compliance of the grant with all relevant USG regulations and the actual grant agreement. This includes evaluation in writing of quarterly performance and financial reports submitted by awardees; updating the database and grant files with documentation of project progress; bringing to the Grants Officer's attention programmatic implementation problems; ensuring project completion and documentation of same.
- The incumbent is also responsible for compiling and interpreting all relevant project performance indicator data needed by NEA/AC on a periodic basis.

Training

- The GMS is responsible for delivery of training courses to MEPI Coordinators and Administrators in the region. The training covers MEPI's framework, the Local Grants Program cycle and applications, drafting Statements of Work, reviewing quarterly and final reports, and conducting Monitoring and Evaluation and site visit reports. At the end of training, the GMS assesses the trainees' acquired knowledge through practical exercises and tests. The GMS is also responsible for providing ongoing training and advice to applicants and awardees for developing concept papers and project narratives, defining project objectives and structuring their activities, setting the project performance indicators, drafting and submitting quality quarterly and final reports, and suggesting corrective measures if projects face challenges.
- The incumbent is required to review the internal controls of organizations from constituent posts proposed for MEPI DC awards or related sub-awards. The incumbent is required to ensure that the organizations' capacity is adequate for the required financial reporting and that their internal controls present a risk commensurate with the amount of funding proposed.
- The GMS is responsible for reviewing quarterly and final reports and providing feedback to awardees. GMS ensures that reports are received each quarter and shares necessary corrective actions with the awardee. Incumbent enters Statements of Work into the online database and uploads quarterly and final reports to the database. This work requires on-the-job training and knowledge maintenance on the use of the online database.
- Throughout the award cycle, the incumbent independently conducts financial monitoring and auditing of a multi-million-dollar portfolio of awards to obtain reasonable assurance that submitted financial statements are free from material misstatement, whether due to fraud or error, and the organization's internal control policies are adequate for continued federal funding; the incumbent recommends innovative methods to adapt Standard Operating Procedures of the awardee to the requirements of relevant USG laws and regulations. The incumbent officially reports all questioned costs identified during the audit to the Grants Officer for a decision on disallowing or allowing them. The incumbent will be consulted on the final decision-making. Throughout the grant cycle, the incumbent plans, manages, verifies and corrects the Status of Local Grants Obligations and Liquidations on a regular basis and in close coordination with the FMO. The incumbent provides policy and programming guidance to the ACRO, and MEPI DC management on the status of the funds and how to better plan its usage. The incumbent provides advice on how new Grants Policy Directives can affect the work of the Regional Office (RO) and issues suggestions of new SOPs to adapt to them.
- The GMS is required to frequently travel to constituent posts, independently and with other RO staff. During these trips, the GMS negotiates and drafts Statement of Work and budgets with new awardees and conducts Monitoring and Evaluation (M&E) visits to current awardees. The incumbent uses M&E tools to assess the awardees and provides them extensive advice to improve the quality of their projects. He/she also submits site visit reports and trip reports upon return to the RO.

Other Duties

- The incumbent will be responsible for other duties as assigned.